

**EFFECTIVE**

February 1, 2024.

**Subject(s)****ERM 209, Emergency Service Funding (SER)**

Added MDHHS-6085, Emergency Services Request, form to policy to be used by local offices.

A SER application must be submitted, and eligibility must be determined prior to any service or cost being paid using emergency services (ES) funds when the service is covered under SER. SER should be authorized whenever the household qualifies for a benefit through the SER program. Since ES is a funding source, this is not a program that the client can apply for directly. The issuance of ES funding is made in conjunction with the submission of a SER application, at the local office's discretion. Use of the MDHHS-6085 should be used when requesting ES funds and must be used in conjunction with SER benefits.

Any issuance of ES Funds must be recorded in the Bridges electronic case record. The MDHHS-5602, Payment Request, and MDHHS-6085 must be uploaded to the ECF. Case comments must include the following:

- Details of the service requested.
- Extenuating circumstances resulting in the use of ES funds.
- Provider name.
- Amount of ES payment.

*Reason:* Policy update

**Exception to ES Funds used by Adult and Child Welfare Staff**

ES funds may be used in special circumstances outside of normal business hours.

**Prepaid Cards**

Prepaid cards are to be used as a last resort by on-call services specialist only with on-call supervisor approval.

Prepaid cards can be used for any ES covered services found in ERM 209.

Provided the local office allocation has sufficient funds available, the number of prepaid cards held by each office will not exceed two cards per worker per shift, with balances not to exceed \$500 each.

On-call services specialist will be responsible for completing the MDHHS-6085 and attaching supporting documentation/verification to be forwarded to assistance payment supervisor to ensure upload to Bridges case file, along with entry of case comments in Bridges.

### **Michigan Department of Health and Human Services (MDHHS) Employee Reimbursement:**

When no other means of payment are acceptable (including prepaid cards), and a cash payment is the only option, reimbursement from ES funds for after-hours emergency purchases may be approved for an on-call services specialist through a policy exception.

To obtain an exception, complete the MDHHS-6085, MDHHS-5602, including the on-call services supervisor's signature and the business service center (BSC) director's signature. Attach with supporting documentation/verification to [Policy-SER@michigan.gov](mailto:Policy-SER@michigan.gov) for approval. Program office will provide approval to on-call services specialist to attach to supporting documentation to be submitted through SIGMA for reimbursement. Along with entry of case comments, all supporting documentation/verification, MDHHS-6085 and MDHHS-5602 must be uploaded to Bridges ECF.

### **Energy Exception**

Prepaid cards/cash (only when necessary) can be used as a last resort for wood, pellets, and other non-traditional heating sources. Under no circumstances should prepaid cards/cash be used for deliverable fuel (propane, coal, fuel oil), natural gas, or non-heat electricity.

Small (portable) tank propane purchase for use for stove/camper may be approved by exception only.

To obtain exception, complete the MDHHS-6085, MDHHS-5602 (MDHHS-5602 when cash reimbursement is needed) including the on-call services supervisor's signature and the BSC director's signature. Attach with supporting documentation/verification to [Policy-SER@michigan.gov](mailto:Policy-SER@michigan.gov) for approval. Program office will provide approval to be included with supporting documentation. Along with entry of case comments, all supporting documentation/verification,

MDHHS-6085 and MDHHS-5602 must be uploaded to Bridges ECF.

*Reason:* Policy update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[ERM 209](#)